



California Workforce Investment Board Agenda Packet



Wednesday
September 29, 2004
10:00 a.m. – 4:00 p.m.
The Hayes Mansion
200 Edenvale Avenue
San Jose, California



CALIFORNIA WORKFORCE INVESTMENT BOARD

MEETING NOTICE

**The Hayes Mansion
200 Edenvale Avenue
San Jose, California**

Lawrence Gotlieb
Chairman

Christine Essel
Vice Chair

**Wednesday, September 29, 2004
10:00 a.m. – 4:00 p.m.**

Stated time of meeting conclusion is approximate; meeting may end earlier subject to completion of agenda items and/or approved motion to adjourn.



Arnold Schwarzenegger
Governor

Paul Gussman
Acting Executive Director

AGENDA

- 1. Welcome and Opening Remarks**
 - **Larry Gotlieb, Chair**
 - **Ron Gonzales, Mayor of San Jose**
 - **Paul Gussman, Acting Executive Director**
- 2. Action Item: Approval of May 18, 2004 State Board Meeting Minutes**
- 3. Action Item: California's WIA Title 1-B 2003-04 Annual Report**
- 4. Action Item: California's 2004-2005 Workforce Information Grant Plan**
- 5. Action Item: Recertification of Local Workforce Investment Boards**
- 6. Presentation: California Community Colleges – Economic and Workforce Development Program**
- 7. Local Boards Presentation: City of San Jose/Silicon Valley and NOVA**
- 8. Progress Report: Criteria for Requesting/Recommending Modifications to Local Area Boundaries**
- 9. Progress Report: WIA Evaluation**
- 10. Update: State Youth Council**

In order for the Board to provide an opportunity for interested parties to speak at the public hearings, public comment may be limited. Written comments provided to the California Workforce Investment Board must be made available to the public, in compliance with the Bagley-Keene Open Meeting Act, §11125.1, with copies available in sufficient supply.

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the California Workforce Investment Board staff at (916) 324-3425 at least five days prior to the meeting. TTY line: (916) 324-6523. Please visit the California Workforce Investment Board website at <http://www.calwia.org> or contact Teresa Gonzales for additional information.

Welcome and Opening Remarks

- **Larry Gotlieb, Chair**
- **Ron Gonzales, Mayor of San Jose**
- **Paul Gussman, Acting Executive Director**

**Action Item – Approval of May 18, 2004 State Board Meeting
Minutes**

**California Workforce Investment Board
May 18, 2004
Meeting Summary**

On May 18, 2004, the California Workforce Investment Board (State Board) met at the Sacramento Employment and Training Agency (SETA) in Sacramento. The following persons were in attendance:

Lawrence Gotlieb, Chair
Chris Essel, Vice-Chair
Patrick Ainsworth
Bob Balgenorth
Norris Bishton
Victoria Bradshaw (Matt McKinnon)
Jerry Butkiewicz
Kenneth Burt
Mark Drummond
Evelyn Fierro
Victor Franco
T. Warren Jackson (Participated by telephone)
Kirk Lindsey
Frances Low (designee for Richard Alarcon)
Richard Mendlin
Kathleen Milnes
Patti Nunn (Designee for Miguel Pulido)
Frank Quintero (Participated by telephone)
David Villarino
Jan Vogel (Designee for Jerome Horton)

Staff Members, State Board

Paul Gussman, Acting Executive Director
David Illig
Zo Ann Laurente
David Militzer

Welcome and Opening Remarks

Chair Lawrence Gotlieb called the meeting to order, and he thanked the Sacramento Employment and Training Agency for hosting the meeting. He additionally expressed his appreciation to all those who have taken time from their busy schedules (Board members and members of the audience) to attend the meeting today. Mr. Gotlieb also noted it is important to hear from stakeholders and asked that anyone wishing to speak sign up.

Vice-Chair Chris Essel commented on her meeting with members of the Legislature regarding the roles and responsibilities of the State Board; workforce investment priorities; and State Youth Council activities, accomplishments and awards.

Mr. Gotlieb provided an overview for the context of this meeting first by noting the reduction in State WIA funding and inviting Victoria Bradshaw, Acting Secretary of the Labor and Workforce Development Agency (Labor Agency), to say a few words.

Ms. Bradshaw provided some background on the context in which the Labor Agency is operating and the need, given recent budget cuts, for working more efficiently with the monies available. She mentioned that WIA funds should not be used to replace lost funding in other programs; rather, we must work to protect these dollars and ensure that they provide training and services. She noted that training funds are for helping adults to develop, maintain, and enhance their employment skills. She stressed the importance of accountability for expenditures and the need to ensure that funds are used efficiently and effectively. In terms of service delivery, she urged the State Board to look at how services are delivered and, where needed, to adopt new approaches in order to prepare California workers for the jobs that will be needed in the future.

Mr. Gotlieb welcomed new State Board member Mark Drummond, Chancellor of the California Community Colleges, who replaces Thomas Nussbaum. Mr. Drummond commented that his office is in the midst of rebuilding components of the community college system in the wake of Proposition 39, and mentioned the progress of the Workforce Initiative Program.

Mr. Gotlieb acknowledged the Employment Development Department (EDD) as a key partner to the State Board in the area of workforce development policy discussions. He introduced Herb Schultz, Acting EDD Director and Sally McKeag, Chief Deputy Director. Mr. Schultz commented on the enhanced partnership among the Labor Agency, the State Board, and EDD. Ms. McKeag noted the need for regular and timely communication with the State Board, stating that monthly meetings were now taking place to include the State Board's Acting Executive Director, Paul Gussman.

Mr. Gotlieb then provided updates on the following work priorities:

- Technology compatibility and swipe card technology
- Business Services and One-Stops
- Promising Practices, including a demonstration of the State Board's new website
- Faith Based and Community Based Grant Application: The State Board and EDD have jointly submitted a grant application to the U.S. Department of Labor (DOL) for \$500,000 in WIA funding to assist in supporting faith-based and community organization capacity.
- Bylaws: Norris Bishton provided an update on the work of the Bylaws Committee. He noted that their work involves finding ways to clarify the Board's oversight role. He hopes in the near future to present the Board with recommendations for appointing a committee to expedite administrative needs when the full State Board is unable to meet.

Mr. Gotlieb called for the report of the Acting Executive Director. Mr. Gussman provided updates on:

- **Personnel** - The State Board is reducing staff to generate required savings. Retirements and job transfers have achieved most of the savings goal, and the hope is to accomplish the

remainder also through attrition. Mr. Gussman acknowledged Dave Mar, Megan Juring and Kevin Woolfork who are moving on. Two members of the staff, David Illig and Jane Canty, are on special assignment to the Governor's California Performance Review (CPR).

- **Waivers** - In February 2004, the DOL approved two of California's three WIA waiver requests, authorizing the state to (1) extend the initial period of eligibility on the Eligible Training Provider List (ETPL) by waiving the 18-month requirement for subsequent eligibility, and (2) waive the prohibition on the use of individual training accounts for older youth. With ongoing discussions regarding WIA reauthorization, the State Board staff has requested an extension of these waivers to remain in effect until such time as the WIA sunsets.
- **High Concentrations of Eligible Youth** - In July 2002, the U. S. Department of Labor (DOL) reviewed California's implementation of WIA and found that the state had failed to meet the requirement for identifying and providing additional assistance to local areas with high concentrations of WIA Title 1-B eligible youth. The state has since identified areas with high concentrations of eligible youth, and has allocated \$700,000 to help the top ten areas in serving them. The funds will be earmarked to increase direct services and training for youth in those local areas.
- **Annual Report to DOL** - As requested at the State Board's last meeting, the Agenda Packet for this meeting includes a timeline for completing this year's annual report to DOL. The due date for this report has changed from December 1 to October 1, 2004. The timeline accounts for this change and provides ample time for input from Board members and other interested parties.
- **WIA Evaluation** - The state is required to conduct ongoing evaluation studies of statewide workforce investment activities. Mr. Gussman invited Mr. Illig, lead staff on the project, to provide an overview. Mr. Illig explained that both the State Board and EDD staff are coordinating this evaluation. Work is underway with the first phase, to result in a bibliography of existing evaluations, reports, data analyses, and other information pertinent to the workforce investment system. The second phase of the evaluation involves contracting with the University of California, Davis (UC Davis) for more intensive study. The contractor will perform site visits and interviews with ten Local Areas and their associated One-Stop networks. UC Davis will also survey Local Boards and a sample of One-Stops. David Villarino queried Mr. Illig as to whether technical assistance for completion of the survey would be provided to the Local Boards. Mr. Illig responded that the principal investigator on the project would provide all such assistance needed.

Approval of State Board Meeting Minutes for November 19, 2003

Mr. Gotlieb requested approval of the State Board Meeting minutes for the November 19th meeting. The minutes were unanimously approved.

Approval of Governor's 15 Percent Discretionary Funds Policy

Ms. Bradshaw began the discussion by outlining the policy areas that the administration has identified as important in considering how to allocate the WIA Governor's 15 Percent Discretionary funding. They include:

- Development and support of projects that produce high-wage, high-skilled, and stable jobs, with the greatest opportunity for job growth;
- Development and support of projects in industries where there is a statewide need for workers; and
- Development and support of projects that remove barriers to employment for special-needs populations.

Patti Nunn proposed that agencies applying for these funds go through their respective Local Boards. In that way, it will be possible to ascertain who is applying for the funds, to eliminate competing interests, and to enhance overall coordination. In terms of high-skill training, the discussion focused on flexible Local Board partnerships with community colleges--and how we leverage existing assets to ensure their effective and efficient utilization.

Mr. Bishton asked for clarification regarding funding decisions, setting priorities, and what the role of the board is in making the final recommendation to the Governor on the expenditure of the funds. Mr. Gussman explained that the Board will be actively involved in decisions regarding expenditures. Ms. Bradshaw said that the Board is expected to act as an operating partner and not just rubber stamp the disbursement of these monies.

Victor Franco indicated that in the third area, “removing barriers for special needs populations,” he wanted clarification as to who would be included in the term “special populations.” Ms. Bradshaw mentioned, as an example, a language barrier that prevents people from moving up the ladder in their current career field, e.g., entry-level housekeeping in the hospitality industry.

Mr. Drummond referred to the last paragraph of this item in the Agenda Packet, noting that as the funds become available, input should be sought not only from the State Board and EDD staff, under the direction of the Labor Agency, but also from Local Boards as well.

Mr. Franco proposed that the PBA Committee be involved in the 15 Percent project results.

Public Comment:

Mr. Clayton Thomas, Regional Director of Experience Works, Senior Workforce Solutions, addressed the Board regarding the work of his organization. He focused on older workers re-entering the workforce and his own agency as a recipient of 15 Percent grant funds. He provided an overview of the monies received and how they were used.

Mr. Franco moved, seconded by Mr. Villarino, that the Board approve the proposed criteria for the WIA Governor’s 15 Percent Discretionary Fund beginning Program Year 2004-05. The motion carried unanimously.

WIA Dislocated Worker 25 Percent Policy

Kirk Lindsey thanked the WIA Dislocated Worker 25 Percent Policy Work Group members and staff for their hard work. Within a short time frame, the work group held three meetings to develop the policy and to incorporate public comment before presenting it for approval at today’s

meeting. To provide perspective, the group focused only on the 25 percent discretionary portion of the total WIA Dislocated Worker 25 Percent allocation.

Mr. Gotlieb asked for a motion that the State Board approve the WIA Dislocated Worker 25 Percent funding policy, which includes the following four components:

- Dislocated Worker 25 Percent set-aside
- Definition of the role of the rapid response system
- Rapid response system funding allocation
- Dislocated Worker Additional Assistance

Discussion touched on the question of whether this policy is flexible enough to ensure that unforeseen needs are met, yet comprehensive enough to mitigate funding fluctuations and promote stability in allocations. Jan Vogel clarified that he reluctantly supports the policy and suggests the State Board look at the year after next for planning purposes. Fresno County Executive Director, Blake Konczal, suggested the Board seek input from the Rapid Response Coordinators in developing this policy. He suggested three regional policy roundtables in the Southern, Central and Bay areas.

When asked whether this policy affects small businesses, David Militzer explained that it is for “all” businesses and that there are no restrictions in the policy relative to serving small business.

Patti Nunn moved, seconded by Kirk Lindsey, that the proposed 25 Percent Dislocated Worker policy be approved. The motion passed unanimously.

Policy Development for Changes/Modifications to Existing Local Area Designations

Mr. Gussman opened the discussion by indicating that the State Board is responsible for providing recommendations to the Governor. He then proceeded to outline the action before the State Board, which is to:

- Define the purview of the State Board regarding proposed changes to Local Workforce Investment Areas (Local Areas).
- Establish provisions or guidelines for assessing such proposed changes.
- Provide direction and guidance to Local Areas that are seeking to integrate or modify their existing boundaries.

Mr. Dennis Petrie of EDD commented on the ramifications and implementation of an adopted policy that will be equitably applied across the system.

Public Comment:

Ms. Josie Marquez, Executive Director of the LA County LWIB, indicated that her comments are meant to support the actions of the State Board. She requested that the Board consider a policy involving a conciliatory process allowing for local control at the local level. She noted that due process was not provided to the LA County Local Board to respond to the proposed changes. She requested a process of notification and assessment for entities wanting to move.

Ron Crossley, Executive Director of the SELACO LWIB, commented on automatic designation and local control. He indicated that SELACO represents 13 cities wanting to have a say on the matter, which illustrates the need for a policy to ensure that input is sought from all concerned.

Joseph Werner, Executive Director of the Monterey County Local Board, indicated that given the complexity and far reaching implications of such a policy, it must be broader than the requests of these entities to ensure no unintended consequences.

A motion was made by Mr. Vogel, and seconded by Chris Essel, to authorize staff to develop policy addressing changes and modification to existing local area designations. A work group would be established to address these issues with due and deliberate speed. Kathleen Milnes indicated that she wants at least an update on the status of the policy at the next Board meeting.

Kenneth Burt, Evelyn Fierro and Mr. Villarino expressed their desire to be involved in developing this policy.

Lunch Presentation: Regional Economies Project

Dr. Ed Kawahara presented the recent activity of the Regional Economies Project statewide forums and acknowledged State Board staff and Collaborative Economics for their assistance in preparing related information.

WIA Incentive Policy

Mr. Militzer opened the discussion by providing background to the Board on the awarding of incentive funds as required under the WIA and the current Board-approved policy. He noted that the decreased WIA funds to the state, as well as progress in the development of partnerships and regional and local collaboration, are factors in reconsidering the method of the distribution.

It was moved by Ms. Nunn, and seconded by Mr. Vogel, that the Board approve the modification of the existing policy to reflect allocations of 70 percent for exemplary performance awards and 30 percent for regional collaboration or local coordination awards.

Update on WIA Performance for Fiscal Year 2003/04 & Renegotiation of Goals

Liz Clingman of the Employment Development Department's Workforce Investment Division provided an overview of the status of California's WIA Title IB performance goals and the renegotiation process. She expressed satisfaction at the Board's recognition of the importance of performance, stating California's performance has shown improvement in the Younger and Older Youth programs since WIA implementation. The state's success has been challenged, however, by the economic downturn that began in 2001. Based on data for three quarters of PY 2003-04, California is struggling to meet all of its performance goals under the Adult Program and the retention and wage gain measures under the Dislocated Worker program. California is currently within the minimally-required 80 percent threshold for all of the Title I goals.

Mr. Vogel reiterated that required federal changes in the reporting timelines have made performance measurement difficult, and that a state and local performance negotiation process does not really occur. The state first negotiates with the federal government, then tells locals what their goals should be (within a 15 percent range). Mr. Villarino asked whether areas that serve large numbers of seasonal agricultural workers receive less funding because of related lower performance, and whether the state has requested performance waivers with the DOL for these areas. Ms. Clingman responded that, while the state has not requested performance waivers, the state would benefit from incorporating such a request into negotiations of performance levels with DOL. When asked how this is done, Ms. Clingman responded that the state looks at regional economies and develops explanatory models that identify the industry mix of local areas and account for industry fluctuations.

Mr. Lindsey asked whether the improvement in the youth goals reflects better record keeping or better performance. Ms. Clingman responded that it is a combination of both and that the state, in partnership with DOL, is currently providing technical-assistance training to local areas on attaining the youth credentials rate. When asked whether there is bias in performance reporting such as with false positives, Ms. Clingman explained that employment and wage data are objectively evaluated via base-wage record-matching. Ms. Nunn added that the Board could see a somewhat misleading picture this year due to the moving of the reporting timeline from December to October, which results in counting many of the same participants twice.

Ms. Milnes added that it is more useful to look not only at the percentage of participant outcomes, but also at the actual number of people counted in each measure, and that there is no objective measure for employer satisfaction. Ms. Clingman explained that we can add the number of participants to the percentages and that California's employer satisfaction index of 60 percent is considered good. She added that the state does have authority to develop and/or institute an additional performance measure. Mr. Gussman mentioned that there are no measures to assess success in a demand-driven economy. Mr. Villarino pointed out the difference in reporting only on those who have enrolled, as opposed to reporting on the outcomes of everyone served in the One-Stops; he added that family-sustaining income levels would be a good goal.

Report on WIA Allocations

Michael Evashenk of the Employment Development Department provided an overview of WIA funding in California since the inception of the program, the additional sources of funds obtained (primarily National Emergency Grants), and the statutory factors considered at the federal level in determining state funding levels.

Tim Rainey of the California Workforce Association explained how the use of the 2000 census data resulted in a loss of funds to the state. He also discussed the impact of reduced funding to local operations.

Department of Labor Report

John Humphrey of DOL's Employment and Training Administration provided an overview of current DOL initiatives and priorities. He emphasized the President's High Growth Job Training

Initiative, the emphasis on better training for better jobs, and WIA reauthorization. He mentioned a framework for solutions that includes economic development, employment, and education, in addition to identifying twelve high-growth industry sectors, such as advanced manufacturing, construction, transportation, hospitality, financial services, healthcare, information technology, biotechnology, geo-spatial technology, automotive repair, and retail sales. The Bush administration's objectives for WIA reauthorization include creating a more effective governance structure, strengthening One-Stop system finances and services, enhancing comprehensive services for adults, focusing resources on out-of-school youth, simplifying the performance system, and promoting state flexibility.

Any Further Business

Mr. Villarino announced that at the next State Board meeting, he would like to share the outcomes of three national meetings in which he has been involved, on the integration of farmworker services into WIA.

Action Item – California’s WIA Title 1-B 2003-04 Annual Report

California's WIA Title 1-B 2003-04 Annual Report

Action Requested

It is requested that the State Board approve the draft of California's Workforce Investment Act Title I-B Annual Report for program year 2003-04. The Annual Report is due to the U.S. Department of Labor (DOL) on October 1, 2004.

Background

The Workforce Investment Act (WIA) of 1998 requires each state to submit a report of WIA performance for the program year beginning July 1, 2003, and ending June 30, 2004. In accord with WIA Sections 136(d)(1) and 185(d), the report must contain the following:

- Performance data to reflect the four quarters of performance activity;
- A narrative describing the cost effectiveness of WIA programs; and
- A narrative on the status of state evaluations of workforce investment activities.

At their discretion, states may also showcase local area programs and accomplishments. California's WIA Annual Report for 2003-04 is a joint effort of State Board staff, the Employment Development Department, the California Workforce Association, the California Department of Education, the Chancellor's Office the California Community Colleges, local areas and others.

Report Summary

California's 2003-04 Annual Report concentrates on efforts that match the three priorities established by the administration in allocating the WIA Governor's 15 Percent Discretionary Funds to assist job seekers to enter employment and to retrain existing workers for high-need and high-wage jobs. Those priorities are:

- High-skilled, high-wage growth industries;
- Sectors and industries with statewide needs; and
- Populations with particular needs related to training for or succeeding in the labor market.

A copy of the Annual Report is attached as an appendix to the Agenda Packet.

**Action Item – California’s 2004-2005 Workforce Information
Grant Plan**

California's 2004-05 Workforce Information Grant Plan

Action Requested

It is requested that the State Board approve the Workforce Information Grant for Program Year 2004-05.

Background

Workforce information is essential to effective planning and decision-making. The Workforce Investment Act (WIA), Title I empowers the State Board to assist the Governor in development of the statewide employment statistics system authorized under WIA Title III, Wagner-Peyser Act. The Labor Market Information Division of the Employment Development Department is California's designated employment statistics entity and produces and disseminates various required and customer driven workforce information to support California's One-Stop Career System and the national Workforce Information System. Since FFY 1995-6, to support increasing demand for effective workforce information, the Department of Labor, Employment and Training Administration (ETA), has sponsored annual grants to support development of specified "core products" by labor market information (LMI) programs in each state. Core products typically included infrastructure and product development such as electronic systems, projections, occupational research and career materials. This year, the ETA announced a new business model for labor market information. The new model retains formula funding for essential core products and services; maintains a sharp customer focus through an expanded role in planning and decision-making by state and local workforce investment boards; improves the accountability framework; promotes leveraging funds from across the workforce investment system, and introduces competition and a fresh approach to providing for common information needs.

Grant for 2004-05

To foster the new LMI business model this year, ETA modified both the planning and the fund allocation processes for this grant. Similar to prior years, there are six "core products." Different from prior years, however, the first two core products are mandated LMI program activities. The remaining four "core products" (and associated funding) are activities that more directly support State and Local Workforce Investment Boards. The ETA's Training and Employment Guidance Letter (TEGL) requires that the proposals under core products three through six must be agreed to/signed off by the State Workforce Administrator and State Workforce Board Chair, in order to assure that these activities reflect the State Board's priorities. California's allotment for FFY 2004-05 is just under \$2.9 million, which is slightly less (-0.24%) than the prior year's grant allocation. The US DOL allocates one third of total grant funds for the first two core products.

The core products as specified by the ETA for 2004-05 are:

1. Populate the America's Labor Market Information System (ALMIS) Database (LMI mandate).
2. Produce long-term and short-term industry and occupational employment projections using PC-based software designed at the national level (LMI mandate).
3. Provide occupational and career information products for public use.
4. Ensure that workforce information and support required by state and local Workforce Investment Boards is provided.
5. Maintain and enhance electronic state workforce information delivery systems.
6. Support state workforce information training activities.

Support of California Workforce Investment Board (CWIB) Priorities

Each year, Labor Market Information staff has met with State Board staff to review planned activities and priorities. For this year's planning process, LMID staff again met with the CWIB acting Executive Director and staff to review the Board's vision, goals, strategies and priorities. We agreed to form a joint planning team to meet throughout the year to refine and further develop workforce information planning. Workforce Information in general, and the activities supported by this grant specifically, are critical elements in accomplishing the State Board's goals.

Vision:

"In order to achieve sustainable economic growth, meet the demands of global competition in the modern economy, and improve the quality of life for all Californians, California shall have a comprehensive workforce development system of education and workforce preparation linked to economic development that sets the standard for the nation and for the world."

Goal #1: Information

Ensure the most timely, relevant information about changing workforce needs and investment opportunities.

Objective:

Produce new and timely information products on regional economic and employment trends, and areas of opportunity for economic growth and competitive advantage, so partners can align resources with changing workforce needs. Information will be provided on an ongoing basis through the California Regional Economies Project and the Council of Economic Advisors.

How Workforce Information Can Respond

Workforce information provides the common language between education, workforce preparation and economic development in order to accomplish the State Board's vision, goals and priorities. Examples of how the grant application incorporates these concepts include:

- Regional industry cluster data, trends and analysis to support the California Regional Economies Project and other customer needs;
- Occupational skills and trends for the industries selected by the California Regional Economies Project, and the High Growth, High Wage Training Initiatives, to support recruitment and training of workers into these industries, as well as supporting other job seekers and training providers;
- Visual analysis of data using geographic information systems (GIS) technology;
- Identification of worker shortages and barriers to employment, in order to support recruitment and training of workers;
- Information packaged to respond to the differing needs and capacities of these primary customer groups;
- Delivery of easily interpreted and manipulated information from the Internet;
- Collection and delivery of fundamental data from which to base analyses of the economy, including agricultural and small county data collection and analysis not funded by the Bureau of Labor Statistics;
- Identification of customer needs through the LMID's customer input network;
- Ongoing communications and support.

Next Steps

- LMID will coordinate with California Workforce Investment Board staff to understand priority State Board needs and to further develop the proposal.
- Throughout the year, a joint planning team will meet to review and address the workforce information needs of the State Board and our mutual constituents.
- Continue to work with State Board in developing effective workforce information policy for California.

Attachment

Workforce Information Grant Application Summary

State of California

Employment Development Department

Labor Market Information Division

Workforce Information Grant Plan

July 1, 2004-June 30, 2005

Support of the California Workforce Investment Board's strategic plan:

Workforce information is literally "Goal One" for the State Board. Workforce information is the key to supporting informed choice in the workforce development system.

"Information - Ensure the most timely, relevant information about changing workforce needs and investment opportunities. "

The State Board has further defined this goal with the following priority statement:

"Information—Produce new and timely information products on regional economic and employment trends, and areas of opportunity for economic growth and competitive advantage, so partners can align resources with changing workforce needs.

Broad strategic approach for workforce information delivery to principal customers.

Workforce Information is delivered to customers

- In person;
- By Labor Market Information Division's (LMID) Labor Market Consultants located throughout the state;
- Via a public information call center, which responds to specific telephone or e-mail customer requests;
- Through direct access to Internet web sites;
- Through customized electronic transmission of data; and
- Through printed labor market information publications.
- Recent customer surveys support this array of information services.

ETA REQUIRED CORE PRODUCTS AND SERVICES

1. Continue to populate the ALMIS database

The America's Labor Market Information System (ALMIS) database serves as the primary data repository for the new California web site, www.LaborMarketInfo.edd.ca.gov .

LMID will:

- Maintain and keep current the core tables of the California ALMIS database and any tables necessary for the Internet application.
- Develop the necessary applications to efficiently load data into the ALMIS database.
- Use these tools to quickly respond to data requests from the local Workforce Investment Boards and other customers.
- Generate updated occupational licensing information, load these data into the ALMIS database and provide to the National Crosswalk Service Center (NCSC) to be included in ACINet.

Planned milestones

- August 2004—Provide public access to the ALMIS database through the Workforce Informer application. (Completed)
- December 2004—Develop tools to upload data to and extract data from the ALMIS database.
- Continuous—Update the content as new data are released.
- March 2005—Provide updated occupational license data to the NCSC to be included in ACINet.

Estimated costs

\$112,103

2. Produce and disseminate industry and occupational employment projections.

Using the ALMIS Projections Consortium methods, LMID will

- Develop short-term industry and occupational projections for California for 2004-6 using the North American Industry Classification System (NAICS) and Standard Occupational Classification System (SOC)
- Develop NAICS-SOC based long-term industry and occupational projections for California and the large Metropolitan Statistical Areas (MSAs), with projections for the smaller MSAs and counties to follow.
- Publish occupational projections on our Internet web site, paired with wage data so that high wage, high demand occupations can be easily identified.
- Continue to work on building local NAICS historical time series data and supplementing the local time series where feasible.
- Maintain our membership on the Technical Issues and Research Committee of the Projection Managing Partnership and attend ALMIS Projection training as State imposed travel restrictions will allow.

Planned milestones

- Statewide Long-Term Occupational Projections 2002-2012 by September 30, 2004.
- Statewide Short-Term Occupational Projections 2004-6 by June 30, 2005

- Sub state Long-Term Occupational Projections 2002-12—Develop large projections, by June 24, 2005; small county projections, by December 16, 2005

Estimated costs

\$497,434 plus leveraged funding

STATE WORKFORCE INVESTMENT BOARD (SWIB)/STATE WORKFORCE AGENCY (SWA) DELIVERABLES

3. Provide occupational and career information products for public use.

In cooperation with the State Board and in support of the California Regional Economies Project, the President's High Growth Job Training Initiative and the Employment and Training Administration direction, LMID will

- Develop career and recruitment-related materials, with the suggested focus this year on employment in manufacturing industries. Research and analyze new and changing occupations that cut across many industries in the Manufacturing Sector. Analyze the skills, knowledge, abilities, education requirements, work-related tasks, statewide and regional outlook information and produce unique occupational profiles designed as a career exploration tool to attract more high school and college students to the manufacturing field. The profiles will focus on entry level through the more technical and professional manufacturing occupations.
- Develop California Occupational Guides for select occupations in the construction industry in support of the current Regional Economies initiative.
- Survey California licensing agencies and update the occupational licensing information housed on the Department of Labor's America's Career InfoNet (ACINet) web site.
- Respond to ad hoc requests for occupational research and produce custom reports. Research and update existing occupational products.

Planned milestones

- By June 30, 2005, format the career profiles for the manufacturing industry into printer ready versions to be published on the LMID web site.
- Update the California Occupational Licensing data and information on the ACINet web site by March 2005, in conjunction with the On-line Systems Team.
- On a flow basis, during 2004-5, focus on updates and new additions related to the Construction Industry (trades) occupations in the California Occupational Guides.

Estimated costs

\$374,426 (plus leveraged resources)

4. Ensure that workforce information and support required by state and local workforce investment boards are provided.

4A. *Provide Public Information Services,*

- Produce local analyses focused on county level data and the needs of local workforce development agencies as a source of information to identify potential high growth industries and occupations. These products will include a range of labor market information, census and demographic data sources to provide trend analysis that can be used by local economic developers and workforce agencies at a regional or county level. Deliver these analyses and products on the www.LaborMarketInfo.edd.ca.gov web site.
- Provide public information call center services. The call center staff responds to an average of 300 calls per month, plus a similar number of e-mail requests.
- On an annual basis, produce customized *Planning Information Packets* for Local Workforce Investment Boards program planning and targeting of services.
- Upon request, provide custom data runs from the Quarterly Census of Employment and Wages (QCEW) (formerly called the ES 202).
- Coordinate with custom QCEW data requesters to determine their eligibility for confidential data.
- Disseminate industry and labor force data.

Planned milestones

- Local analyses of labor market trends formerly included in the *County Snapshot* series will be transitioned to feature articles and content in the www.LaborMarketInfo.edd.ca.gov web site. This site is now on-line.
- The annual *Planning Information Packets* are scheduled to be available to Local Workforce Investment Boards on-line in February 2005.

Estimated costs

\$559,806

4B. *Coordinate customer outreach and marketing,*

- Insure the development of demand driven products, publications, information services and marketing materials, focusing on timely, informative and user-friendly products;
- Review and evaluate products for customer usability along with associated outreach activities;
- Coordinate surveys and focus group sessions to assess customer satisfaction and identifying ideas for improving products and services.
- Develop and update web based interactive customer profiles.

Planned milestones

These are ongoing activities

Estimated costs

\$206,000

4C. Conduct Original Labor Market Research

- Examples include conduct studies that provide necessary data in support of the California Regional Economies Project and the State Board's High Growth-High Wage Priorities;
- Examine labor supply and demand issues;
- Extract, analyze and disseminate aggregate job matching statistics from the CalJOBS system to support labor supply analysis;
- Coordinate with the Census Bureau to produce and distribute labor turnover and job growth statistics by industry and area;
- Produce quarterly data on new business formation in California; and
- Participate in studies designed to identify and resolve labor supply problems in selected industries.

Planned milestones

- Consistent with the President's High Growth Job Training Initiative, produce a report by March 2005 using California Regional Economies Project and Local Employment Dynamics (LED)/ Quarterly Workforce Indicators (QWI) data to identify high growth/high demand industries with a particular focus on Manufacturing.
- On a quarterly basis, provide the Census Bureau with regular flows of wage records and QCEW data to support the Census Bureau's LED Program.
- Provide training as requested in the use of the Quarterly Workforce Indicators (QWI) and access to these data via the Internet. Retrieve QWI data to meet the needs of special requests and studies.
- Update the California Regional Economies Project database by adding annual average data for calendar year 2003. Provide custom runs from the database, upon request, to meet the needs of the CWIB and Local Workforce Investment Boards in their studies of regional economies by providing linkage to the LED/QWI for select regions.
- Maintain data flow from CalJOBS to support detailed occupational analysis of labor supply issues. Update the system of EXCEL spreadsheets with monthly files that display applicants and openings by industry and occupation, and also display the relationship between applicants and openings.
- Produce and disseminate a report on Agricultural Employment and Earnings Trends in the San Joaquin Valley by September 2004, using the Statewide Agricultural Labor Report produced in September 2003 as a model.
- On an ongoing basis, monitor the Nurse Workforce Initiative (NWI) project related to health care in California.
- By September 2004, provide data to researchers at the University of California, Los Angeles, to support their evaluation of the NWI.
- Produce quarterly statistics on New Business Formation in California by September 2004, December 2004, March 2005 and June 2005.
- Produce and disseminate a report in response to AB 2410 (Chapter 1042, Statutes of 2002) regarding the Entertainment Industry by December 2004.

- Working with the ten-state Supply/Demand Consortium, contribute to the design and implementation of a web-based delivery system for occupational and industry data on education and program training completers, employment projections, and industry supply/demand measures. Prepare computer programs to produce California data to load on the Consortium web site, which can also be used by other states to produce and load their data.
- Using LED data, present a detailed research report at the statewide and regional levels by June 2005. The report would:
- Develop profiles of both workers and industries in the State.
- Identify high growth industries and occupations within those industries and analyze the findings in terms of skills sets required to fill these jobs and their likely effect on supply-demand situations in the labor market.
- Track exit and entry rates of workers by industry, gender, age and geography.
- Analyze average earnings of core employees who show a relatively stronger attachment to the labor market compared to new hires earnings.
- In the context of job creation and job destruction, measure the proportion of new jobholders and describe the industries hiring them.
- Identify industrial sectors engaged in advanced manufacturing and analyze their potential labor market impact.

Estimated costs

\$235,234 (plus leveraged resources)

4D. *Collect and deliver agricultural employment data.*

This proposal enables LMID to continue to respond to customer requests for agricultural industry data in California and the local areas. LMID collects these data through a survey of agriculture employers in California and produces agricultural industry estimates for the State as a whole and for six agricultural regions, and total agricultural employment for each of California's 58 counties. This program parallels the nonfarm Current Employment Statistics (CES) program and leverages a working relationship with the National Agricultural Statistics Service, U.S. Department of Agriculture, which was established in 1996.

Planned milestones

- Produce monthly agricultural employment estimates for California and six geographic regions—ongoing monthly activity.
- Disseminate data in the California Agricultural Bulletins via the Internet and in print—ongoing.
- Benchmark the employment data to the ES-202 file of universe employment—annually, by March 2005.

Estimated costs

\$90,874 (plus leveraged resources)

4E. *Produce maps for One-Stop decision makers.*

This proposal will allow the LMID to use Geographic Information Systems (GIS) technology to meet customer demand for EDD products to analyze and display data spatially. The geo-spatial display of data using mapping technology reveals patterns in LMI that are not readily visible in tabular data. LMID uses GIS to simplify complex jurisdictional boundaries, increase communication and enhance decision-making.

The LMID has developed interactive mapping applications to pilot an expanded use of analytical mapping capability. The system has been installed on the LMID Intranet. This will allow the Division's Labor Market Consultants who are located throughout the state to provide technical assistance for local customers by creating maps for One-stop customers and Local Workforce Investment Boards. Some of the features that will be included are interactive query capabilities such as displaying and viewing multiple data sets and the ability to conduct queries for specialized analysis. The system will allow generation of maps of labor force data, CalWORKS data, UI Claim data and selected census demographic data. The system will also make data available in different geographies, such as for Local Workforce Investment Areas (LWIA) and for the nine California Economic Strategy Panel Regions. It is also a powerful tool to assist in providing analysis for the California Regional Economies Project.

Planned milestones

- Geo-code One Stop Career Center locations, and modify Local Workforce Investment Areas map boundaries to include semi annual updates by September 30, 2004 and February 28, 2005.
- Provide maps of Local Workforce Investment Areas to the CWIB including One-Stop locations, incorporating semi-annual updates by December 31, 2004 and June 30, 2005.
- Update LWIA maps within 30 days of changes to area boundaries.
- Respond to ad hoc request for geo-spatial analyses, including maps, on an ongoing basis throughout the year.
- Evaluate new sub-county data sets from other sources that may be made available to customers through our GIS services.
- Develop an interactive mapping system for the LMI Intranet, including training Labor Market Consultants to create maps for One-stop customers and Local Workforce Investment Boards by October 1, 2004; provide CWIB staff with access to this system October 29, 2004; and conduct an evaluation of the system by October 29, 2005.

Estimated costs

\$275,535

4F. *Produce small county industry employment data.*

This proposal will allow the LMID to continue to produce small area (non CES) industry payroll employment estimates for the 33 smallest counties in the State at the detail previously provided. This effort parallels the nonfarm Current Employment

Statistics (CES) program for the 17 largest Metropolitan Statistical Areas, which covers 25 counties. The production of small county industry data allows Local Workforce Investment Boards to make comparisons across geographic regions. In addition to producing small area industry employment estimates, this proposal will allow LMID to respond to inquiries for local industry employment estimates at the county level.

Planned milestones

- Produce monthly estimates of industry payroll employment on a regular schedule, usually on the second Friday of each month.
- Disaggregate MSA level industry data into county breakouts annually, July 2005.

Estimated costs

\$146,681

5. Maintain and enhance electronic state workforce information delivery systems.

- Maintain and improve California's new web site, www.labormarketinfo.edd.ca.gov and provide users with access to the labor market information stored in the ALMIS database. The old site, www.CALMIS.ca.gov, will be used to provide functionality not initially available through the *LaborMarketInfo* application. The web application includes on-line "tours" to assist customers learn to use the new site, portal pages which address specific customer information needs, a personal page option to allow the customer to store data queries, and a "data library" to allow customers to easily download and format data of interest to them.
- Maintain and host the www.WorkSmart.ca.gov English and Spanish web sites. *WorkSmart* is an application designed for entry level job seekers, with information on entry level jobs and possible career ladders up from these jobs, job search and soft skills advice.
- Maintain and enhance the Intranet Customer Database, the storage device for our customer information—contact information, usage and customer satisfaction.
- Coordinate web site content development review and approval through the division's Editorial Board to ensure that web articles are easily readable and have a consistent look and feel.

Planned milestones

- Maintain and update existing systems, ongoing.
- Launch and continue to populate the new www.LaborMarketInfo.edd.ca.gov web site, completed mid-August 2004.
- Merge significant portions of the CALMIS web site into the www.LaborMarketInfo.edd.ca.gov web site to eliminate any redundancy, by December 2004.
- Publish High Growth Industry profiles on-line, to facilitate customized data queries, by February 2005.

Estimated costs

\$343,254

6. Support state workforce information training activities.

Labor Market Information Division will address workforce training using a combination of tools and services.

- Provide written (ranging from simple guidance to Frequently Asked Questions (FAQs), telephone-based, one-on-one, and classroom instruction (at customer request) on using the new ALMIS based www.LaborMarketInfo.edd.ca.gov web site.
- Update the On-Line Users' Guide for Job Service and Unemployment Insurance staff.
- Continue to provide individual and group training on other labor market information products and services based on the needs and requests of local board and other staff serving businesses and job seekers through California's network of One-Stop Career Centers.
- More broadly, the Area Services Group of LMID will leverage their existing WIA and Job Services funding to extend the reach of the limited training funds available through the Workforce Information Grant.

Planned milestones

Ongoing as needed.

Estimated costs

\$50,000 (Leveraged with other funds)

**Action Item – Recertification of Local Workforce Investment
Boards**

Recertification of Local Workforce Investment Boards

Action Requested

It is requested that the State Board recommend to the Governor the recertification of the 50 Local Workforce Investment Boards (Local Boards) for two years (December 1, 2004 through November 30, 2006).

Background

Section 117 (c)(2) provides that the Governor shall certify one local board for each Local Workforce Investment Area (Local Area) once every two years. Local Boards in California are up for two-year recertification under the Workforce Investment Act (WIA) statutes. All of California's Local Boards were initially certified in November 2000, and recertified in December 2002. The Governor's original recertification policy, as recommended by the State Board, is to recertify Local Boards:

...for two years based upon meeting the membership criteria, as described in the Workforce Investment Act Section 117, and its designated Local Workforce Investment Area achieving 80% or higher in at least 9 of 11 locally negotiated performance measures (excluding 2 customer service measures and 4 credential diploma measures).

Local Workforce Investment Board Composition

The WIA Section 117 (b)(2)(A) specifies the required Local Board composition. As the WIA administrative entity, the Employment Development Department (EDD) posted Directive #WIADO4-3 on August 17, 2004, requiring that Local Boards submit current membership lists for state review. It is understood from the outset that there will be vacant positions on Local Boards for which local administrative entities and chief elected officials are actively recruiting. In some cases, local board members have staggered term dates to prevent large turnovers in membership at any one time. Coupled with unforeseen resignations, some Local Boards are continually seeking both replacement and new members as vacancies arise throughout the year. EDD works with Local Areas on an on-going basis to ensure such vacancies are filled. All of California's 50 Local Areas continue to cooperate with the EDD in making good faith efforts to maintain their required composition.

Performance Summary

Of the fifty (50) Local Areas, 49 successfully performed according to standards recommended to the Governor through the State Board's non-performance policy. The EDD is providing technical assistance to the San Jose/Silicon Valley Local Area in order to assist it in improving its performance. Based on the recertification criteria outlined in law, the Local Board is making a good faith effort to carry out workforce investment activities that will enable the Local Area to meet local performance measures. Therefore, this Local Board is also recommended for recertification.

**Presentation: California Community Colleges – Economic and
Workforce Development Program**

California Community Colleges Economic and Workforce Development Program

Background

The California Community College Economic and Workforce Development Program was established in statute in 1991, and in 1996 economic development became one of the primary missions of the California Community Colleges. The purpose of the Program is to advance the state's economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement. The role of the community colleges in this effort is to fulfill the vocational education and instructional needs of California business and industry through leadership, communication, and liaisons with the private sector as well as with public sector education and training providers. Every dollar of funds spent in the Program multiplies the initial state investment many times in returned benefits to colleges through additional grants, industry contributions, and equipment.

The Program targets ten strategic initiative areas: Biotechnologies, Multimedia/Entertainment, Manufacturing, Small Business, International Trade, Health, Advanced Transportation, Environmental technologies, Workplace Learning Resources and Business and Workforce Improvement. There are more than 100 centers in the state to deliver responsive workforce training and business development services. The Program has demonstrated a track record of success, using this infrastructure in combination with other flexible solutions, such as fee-based training and short-term grants. The Program continues to develop state-of-the-art curricula, prepare students in the classroom with the basic skills to grow, retain and upgrade their jobs, provides faculty and staff development opportunities, and brings in revenue and resources that the system sorely needs.

Annual Average Outcomes

- 97,000 students enroll in courses developed by the Program
- More than 700 new state-of-the-art courses in emerging technologies such as biotechnology, digital media, environmental technology and homeland security were developed
- 90,000 incumbent workers are trained or retrained
- 7,500 faculty receive in-service training; other opportunities included job-shadow training
- 52,000 businesses are served
- \$40 million in additional revenue was generated for the system through contract education

Local Boards Presentation: City of San Jose/Silicon Valley and NOVA

This item will be a panel presentation from representatives of Local Workforce Investment Boards and their areas. The presentation focuses on local strategies for meeting challenges in the local and regional economies within the San Jose/Silicon Valley and NOVA local areas.

**Progress Report – Criteria for Requesting/Recommending
Modifications to Local Area Boundaries**

Progress Report on Requesting/Recommending Modifications to Local Area Boundaries

Background

At the May 2004 meeting, the California Workforce Investment Board (State Board) approved the following action:

The State Board will develop policy that will: 1) define the purview of the State Board regarding proposed changes to Local Areas; 2) establish provisions or guidelines for assessing such proposed changes; and 3) provide direction and guidance to Local Areas that are seeking to integrate or modify their existing boundaries. A progress report from the policy development workgroup shall be made to the State Board at the next regularly scheduled meeting.

Update

Following the May meeting, the State Board convened a working group of staff from the State Board, the Employment Development Department (EDD), and the California Workforce Association (CWA) to:

- Identify the specific issues in that action on which the policy development workgroup will focus; and
- Advise the State Board Chair and Acting Executive Director as to potential members and chair(s) of the policy development workgroup.

The working group initially produced a discussion paper for the policy development workgroup that defined the charge of the workgroup and options for the issues involved. The paper was then transmitted to potential workgroup members via a letter from the Acting Executive Director that also requested responses to whether or not recipients remained interested in participating in the policy development workgroup (see attachment).

The staff working group continued to meet to develop a proposed Local Area modification request process for consideration by the policy development workgroup when it meets. A final draft process, including an articulation of the process and an application package for Local Areas to use in requesting modifications, is nearing completion.

The policy development workgroup has been scheduled to meet in late October to begin their deliberation of the proposed policy and process.



Lawrence Gotlieb
Chair

Christine Essel
Vice Chair

California Workforce Investment Board

P.O. Box 826880, MIC 45, Sacramento, CA 94280-0001



Arnold Schwarzenegger
Governor

Paul Gussman
Acting Executive Director

August 30, 2004

TO: Interested Parties

SUBJECT: LOCAL AREA MODIFICATION POLICY WORK GROUP

At the May 18, 2004, meeting of the California Workforce Investment Board (State Board), you expressed an interest in participating on the ad hoc work group to discuss the State Board's prospective policy for the modification of existing Local Workforce Investment Areas (Local Areas). The intent of this letter is to bring you up to date on the work that has been done since that meeting and to determine your interest in participating in the work group.

A team comprised of State Board, Employment Development Department and California Workforce Association staff are developing draft documents in preparation for the first meeting of the Work Group. Enclosed is a high-level policy discussion paper that provides background information and outlines the issues to be addressed by the Work Group.

To date, the State Board has received numerous inquiries on how interested parties may participate in this work group. Despite this keen interest, it is necessary in the interest of efficiency to limit participation to a manageable number of members. If you are still interested in participating, please contact Cathe Rutherford of the State Board Staff at (916) 324-3437 or via e-mail at crutherford@cwib.ca.gov no later than **September 3, 2004**.

The process of developing the policy on Local Area modification will, of course, be open for public comment at upcoming State Board meetings. Whether or not you are invited to participate in the work group, your comments are welcome.

Thank you again for your interest in this work group, and for all your efforts in behalf of workforce development in California.

Sincerely,

A handwritten signature in cursive script that reads "Paul B. Gussman".

PAUL B. GUSSMAN, Acting Executive Director
California Workforce Investment Board

Enclosures

Local Workforce Investment Area Modification Workgroup Discussion Paper

Issue: What should be the California Workforce Investment Board's (State Board's) purview in approving or disapproving requests to modify existing Local Workforce Investment Areas (Local Areas), and what provisions or guidelines should be used in assessing such requests?

Background: In October 2003, the State Board received a request from a Local Workforce Investment Board (Local Board) to modify its Local Area to add an adjacent city that resides in another Local Area. In attempting to process this request, State Board staff and legal and technical staff at the Employment Development Department (EDD) discovered that there was no established process in the Workforce Investment Act (WIA) for assisting the Governor in approving or disapproving changes to existing Local Area designations. After consulting with the U.S. Department of Labor (DOL), staff agreed to elevate the general issue of Local Area modification to the State Board, with a request that the State Board develop a policy recommendation to assist the Governor in approving or disapproving such requests.

The State Board, at its May, 2004 meeting, considered the general issue of approving or disapproving requests for the modification of existing Local Areas and took the following action:

The State Board will develop policy that will: 1) define the purview of the State Board regarding proposed changes to Local Areas; 2) establish provisions or guidelines for assessing such proposed changes; and 3) provide direction and guidance to Local Areas that are seeking to integrate or modify their existing boundaries. A progress report from the policy development workgroup shall be made to the State Board at the next regularly scheduled meeting.

Discussion: The WIA (Public Law 105-220) requires the State Board to assist the Governor in designating Local Areas. The Governor must designate such areas in order for the State to receive its WIA funding. Following the requirements and guidelines contained in the WIA, the Governor, with the assistance of the State Board, designated California's 50 Local Areas in 2000. In 2002, again with the assistance of the State Board, the Governor extended the original Local Area designations for the life of California's 5-Year Strategic Plan for the WIA.

The WIA does not provide specific guidelines for modifying or integrating Local Area boundaries once they have been designated. The Governor has the authority in law to approve or disapprove such requests, but California has no established process for assisting the Governor in doing so. Consequently, the State Board took action to identify and develop such a process, including defining what role the State Board should play in the process and what guidelines or provisions should be applied in assessing these requests. The State Board authorized convening a workgroup to develop recommendations that will address these specific issues. Pursuant to that decision, staff gathered information from other states that have dealt with these issues, a sampling of which is attached. The workgroup will receive other necessary information and materials before its first meeting (possibly a conference call) in late August or early September.

Options: Following are the two main questions that the workgroup will address. Included are options for the workgroup to consider in answering the questions:

What should be the State Board's purview in approving or disapproving requests to modify existing Local Areas?

Options for this issue include that:

- The State Board assumes no role in approving or disapproving requests for Local Area modification and forwards all such requests directly to the Governor.
- The State Board assumes the lead administrative role in processing all such requests and making recommendations for approval or disapproval to the Governor.
- The State Board forwards such requests to the EDD for assessment, with the requirement that the EDD make their recommendation for approval or disapproval to the State Board and that the State Board ultimately make a recommendation to the Governor.

What provisions or guidelines should be used in assessing such requests?

Options for this issue include whether:

- To require that a request for Local Area modification meet certain conditions before acceptance as a legitimate request. (Two such conditions might be that all local parties to the request are in written agreement and that the request went through the necessary public process.)
- To include criteria adopted by other states.
- To include criteria used in other provisions of the WIA, such as those contained in requirements for initial designation or in the provision for the Governor to optionally require regional planning and service coordination.

Progress Report – WIA Evaluation

Update on WIA Implementation Evaluation

Background

Section 136(e) of the Workforce Investment Act (WIA) requires each state, in coordination with Local Boards, to conduct ongoing evaluation studies of workforce investment activities. The purpose of the evaluation is to identify and implement an effective means of continuously improving workforce systems. The goals of California's WIA evaluation are to better understand the various ways state and local partners have interpreted WIA guidelines, to encourage further analysis of the strengths and weaknesses of the evolving workforce system, and to use the data obtained to formulate policy and programmatic decisions at the federal, state, and local levels. At the May 18, 2004, State Board meeting, the members received a brief update on the status of the evaluation. The update provided here summarizes the preliminary evaluation plan.

Update

The State Board and the Employment Development Department (EDD) have contracted with a research team from the University of California Davis to conduct the required evaluation. As a requirement of the contract with UC Davis the evaluation team has been asked to focus their efforts in the following four areas: (1) Local Area case studies; (2) Local Board and One-Stop surveys; (3) state-level implementation; and (4) synthesizing the findings of administrative data analysis in a final report.

State Board staff convened a technical advisory committee to provide feedback to the research team on the evaluation design and methods. An initial meeting was held to discuss the evaluation plan, and the principal investigator made changes to the plan in response to that meeting. Progress to date includes:

- Completion of the evaluation plan, a copy of which can be found in the supplemental materials;
- Development of a draft field guide for use in the case study portion of the evaluation;
- Initiated telephone survey of Local Board directors. To date, 40 directors have been interviewed providing a snapshot of the statewide workforce development system from their perspective;
- Attendance by the principal investigator at the California Workforce Association Conference in September to engage in discussions with attendees and widen understanding of the workforce development system;
- In-depth interviews with high-level staff from several departments of state government; and
- Interviews with several State Board members, with more interviews to follow.

Update – State Youth Council

State Youth Council

Background

The State Board established the State Youth Council (SYC) to provide leadership for youth development in California by: (1) providing policy guidance for local youth councils; (2) promoting coordination among the myriad of youth programs currently serving California's youth through a maze of agencies, departments, and programs; and (3) overall, addressing critical issues affecting California's youth.

Update

This item will update the State Board on the progress of the SYC to date and will include discussion with Board members about future SYC activity. The full SYC met by conference call on July 14, 2004, to continue development of a Comprehensive California Youth Plan. Meanwhile the State Initiatives Work Group (SIWG), Local Initiatives Work Group, and the ad hoc Youth Involvement Work Group met by conference call in August 2004 to further the same effort. The SYC will address the following recommendations at its upcoming SYC Meeting:

- State Initiatives Work Group
 - Objective 1: Promote and build the capacity of the State Youth Council to impact and create progressive State Youth Policies.
 - Objective 2: Promote and facilitate youth voice in the work of the State Youth Council. (Note: Ad Hoc Youth Involvement Work Group will address this objective and will provide recommendations to the SIWG.
 - Objective 3: Ensure effective implementation of WIA and other categorical programs in California.
 - Objective 4: Improve and enhance the functioning of the SYC.
- Local Initiatives Work Group
 - Objective 1: Encourage and support all Youth Councils to implement the "All Youth-One System" frameworks through Youth Council Institute (YCi).
 - Objective 2: Promote youth voice and encourage youth participation with Youth Councils at the local level.
 - Objective 3: Promote and facilitate the effective use of local dollars and encourage local councils to leverage local resources.
 - Objective 4: Build capacity and promote consistency among California's Youth Councils.

Other Activities

- **Youth Council Institute:** The YCi continues to build the capacities of local youth councils as they seek to develop local youth-serving systems. The YCi Web site at www.nww.org/ycci/ offers information regarding both YCi's work and other work going on in local areas. Information available on the website includes all five volumes of the Fall 2004 YCi Reporter, the latest YCi fact sheet, and the three YCinfo Searches undertaken to date: (1) Youth & One-Stops; (2) Foster Youth; and (3) After School. Persons wishing to join the YCi list serve can do so by sending an e-mail to ycci@nww.org.
- **High Concentrations of WIA Eligible Youth Work Group:**
The Workforce Investment Act requires the provision of additional assistance to areas with high concentrations of eligible youth. The State Youth Council (including members from local youth councils) and a workgroup of State Board and Employment Development Department (EDD) staff developed a plan for providing additional assistance.

In 2003, the State Board and EDD staff identified the ten areas with the highest concentration of Workforce Investment Act (WIA)-eligible youth. Youth Council members and State board staff met with the ten local areas to assess the kind of non-monetary technical assistance that could be provided to the ten areas.

In June 2004, these ten areas were allocated funds to increase the number of youth provided WIA direct services. The ten areas were required to submit plans showing collaboration and connection with programs such as foster youth and youth offender programs.

- **Governor's Interagency Task Force on Homeless Foster Youth Initiative:** The Foster Youth Taskforce Work Group is an interagency "collaborative" tasked with developing collaborative strategies to promote the successful implementation of the joint California Department of Social Services (CDSS), the Employment Development Department (EDD) and the California Workforce Investment Board (CWIB) initiative to register foster youth at WIA One-Stop Centers. The Work Group identified three pilot projects in Alameda, Colusa, and Ventura counties to provide outreach, coordination of interagency resources, identify programs providing services to transitional foster youth and establish an interface between one-stops and current promising practices in local areas to maximize and share resources for foster youth. In an effort to serve Foster Youth, the State Youth Council requested information on effective practices for Foster Youth, and in particular:
 - What types of services are being provided; and
 - What connections are there for Foster Youth to One-Stops?"

The State Youth Council will review the information for more collaboration with state and local foster youth initiatives.

- **Improving Transition Outcomes Project (ITOP) for youth with disabilities:** The State Board received a \$500,000 Innovative Transition Grant from US DOL Office of Disability Employment Policy to Improve Transition Outcomes For Youth With Disabilities. Through a competitive process, the State Board announced the three recipients of funds for demonstration projects designed to improve outcomes for youth with disabilities. They include:
 - Shasta County Private Industry Council;
 - Workforce Investment Board of Ventura County; and
 - Jewish Vocational and Career Counseling Services (JVS)

State Youth Council members participated in the Innovative Youth Transitions Outcome Project (ITOP) Stakeholders' Meeting on August 17-18, 2004 and recommended strategies for the development of a unified State plan. The State Youth Council will review the vision, goals, and action steps resulting from this meeting.

The next meeting of the State Youth Council is scheduled for October 27, 2004.